

## Wyoming Prevention Framework Community Grant Report

### Attachment B

This report is for this time period

February 2007 - June 30, 2007

Please email this report as an **attachment** to...  
Substance Abuse & Mental Health Services Division,  
Wyo Dept. of Health  
[lisa.laake@health.wyo.gov](mailto:lisa.laake@health.wyo.gov)

For information call 1-800-535-4006  
or 307-777-6494

Today's Date

County

Contract Organization Name

Your Name

Your Mailing Address

City, State, Zip

Your Work Phone Number

Fax

Your Work Email Address

4/30/2007

Platte

Peak Wellness Center

Krista West

PO Box 1078

Wheatland, WY 82201

307.322.1556

307.322.8174

[kwest@peakwellnesscenter.org](mailto:kwest@peakwellnesscenter.org)

**Please keep both a hard-copy and file copy for your records**

Item	Contract Deliverables	Date due	Percent Completed (or notes on amount completed)	Date Completed	Comments or Notes
<b>A Staff, Board of Directors, Volunteers, Work Assignments, and Technical Assistance</b>					
1	SPF Staff Hired (report name, percent of time, email address, phone number)	Prior to 2/1/2007	100%	2/1/2007	Krista West, 60% of time, <a href="mailto:kwest@peakwellnesscenter.org">kwest@peakwellnesscenter.org</a> , 322.1556 Lewana West .25 FTE, <a href="mailto:lswest@peakwellnesscenter.org">lswest@peakwellnesscenter.org</a> , 322.1556
2	Supervise SPF staff/staff evaluation (note dates and any notes)	1-Jun-07	0		Evaluations in June
3	Name, title, and phone number of the staff's supervisor		100	2/1/2007	Krista West, Director of Own It! Prevention Specialist 307.322.1556
4	Criminal history record compliance (briefly note yes or no if any action was taken this quarter--do not report names)		100	When hired 2003	All Staff through PWC Policy
5	Staff training and paid travel (list all training paid under the contract, dates, traveler name, amount)		100	2/17/2007	Krista West, Lewana West, George Kopf, Nancy Cagle, Penny Simonton, Steve Loyd CADCA conference.
6	Notify the Division of any board of directors/staffing changes				CADCA \$16602 2-11-07 to 2-17-07 No Change at this time.
7	Other Contract Work Agreements (report details)		100	3/21/2007	WYSAC Contract approved by PWC Board and signed by Krista West
8	Complete agreement with SPF-TAC		100	1/11/2007	Steve Mincer, Director of Wheatland signed
9	Other				

### B Needs Assessment Activities

1	Needs Assessment Training/Winter 07 Meeting	Feb or March 2007	100	March 3-7 2007	Krista
2	Needs Assessment Instrument Received	Feb or March 2007	100	March 3-7 2007	Krista- Lisa Laake Emailed
3	Data Collection	15-May-07	40	March-May 2007	Krista West, Coordinator along with CAC members
4	Data Analysis	15-May-07	40	March-May 2007	Krista West, Coordinator along with CAC members
5	Priorities Identified	15-Jun-07	0		
6	Needs Assessment Sent to SAD	15-May-07	40	15-May-07	Krista West
7	Receive SAD Comments @ Needs Assessment	15-Jun-07	0		
	Revise Needs Assess/Submit Final				
8	Other				

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<b>C Community Infrastructure Activities</b>					
1	Community Advisory Council Activities briefly list CAC activities		100		CAC meets monthly to discuss each entities concerns and needs. Share resources and ideas. CAC also works on the PF grant and gathering information.
2	Community Advisory Council Meetings List dates & number of people who attended		100	October - present	See attached minutes.

	See below for membership report				
3	Budget and Funding Approved by CAC ( <b>attach minutes</b> )	11/30/2007	100	11/8/2007	CAC approved the grant application.
4	Community Resource Assessment note date and attach report	11/15/2007		11/15/2007	
5	Present Findings/Process to Community		100	11/16/2007	
6	(Optional) local SAPST and/or CADCA Training for SAC/Community		100	2/28/2007	Went to national training and updated the board on return.
7	Briefly describe how the community was involved in the SPF process during this reporting period		100	Feb. through March	The community was interviewed and introduced to the grant and the outcome possibilities. Information was gathered from the community.
8	Other CAC/Infrastructure			11/8/2007	Name change to PC2 (Platte County Prevention Council). We are also in the process of forming another 501c3 for the CAC and future collaborations.

#### D Strategic Planning Activity

	Attend Strategic Planning Training	Jul-07	0		
	Receive Strategic Planning Materials from SAD		0		
	Research Evidence Based Strategies		0		
	Match Strategies to Data/Needs		0		
	Write Strategic Plan		0		
	Submit Strategic Plan to SAD		0		
	Receive SAD Comments/Revise/Final Plan	31-Aug-07	0		
	Other		0		

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E	<b>Implementation (only with SAD approval)</b>				

#### F Deliverables and Assurances Reports

	For February 1 - April 30				
1	May 15: Submit this report to SAD	15-May-07	100	15-May-07	With attachments of CAC minutes.
2	May 15: Submit Expenditure Report to SAD	15-May-07	100	15-May-07	
	For February 1 - June 30				
3	July 31: Submit CLI to SAMHSA	31-Jul-07	0		
	For May 1 - June 30				
4	July 31: Submit Expenditure Report to SAD	31-Jul-07	0		
	For May 1 - September 30				
5	October 15: Submit this report o SAD	15-Oct-07	0		
	For July 1 - September 30				
6	October 15: Submit Expenditure Report to SAD	15-Oct-07	0		
7	Complete evaluation agreement with WySAC	30-Mar-07	100	3/22/2007	
8	Provide any other evaluation information				
9	Submit any requested data	30-Apr-07	100	30-Apr-07	Wysac Tables
10	Obtain Chapter 16 Prevention Certification				
11	On-Site evaluations or reviews	18-May-07			WYSAC is scheduled to meeting May 18th.
12	Post 2 newspaper ads/articles about the SPF grant (attach copy)	30-Mar-07	100	27-Mar-07	Article was emailed the paper and I spoke to the Editor.

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G	<b>Other Information</b>				
1	Briefly describe any actions taken by the LEAD AGENCY (fiscal agency) board of directors or high level staff around the SPF SIG grant		100	12-01-07, 20-07 and 1-11-07	Fiscal Agent and Lead Director approved the grant application and budget. Lead Director of PWC Board approved the contract with WYSAC and WDHA
2	Restricted activities (report any approval requested and received for these)				N/A
	fairs/brochures/educational materials				
	media				
3	Please note any <b>significant</b> changes from the budget submitted in the application.				N/A
4	What was the one greatest accomplishment this reporting period? How was this accomplishment shared with the community?		100	3/27/2007	The CAC working together for a common goal and having greater ownership in the process. This was shared in a newspaper article.

